

DD/A Registry
File Training

11 NOV 1976

OTR Registry

76-3003

DD/A Registry

76-5740

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

VIA : Director of Training

SUBJECT : Request for Agency Speaker at University of
Southern California

REFERENCE : [REDACTED] Agency Presentations to Non-Governmental
Organizations

1. Dr. Ross Berkes, Chairman Emeritus, International Relations Department, University of Southern California, each year conducts a minicourse on the Central Intelligence Agency for the students in his Department. This year's class has an enrollment of 25 to 30 undergraduate scholars. In the past, Dr. Berkes has assumed sole responsibility for presentations on the role of the Agency in Government. This year another professor has been assigned the subject. Dr. Berkes is not confident that the new lecturer is sufficiently knowledgeable or appreciative of CIA to properly represent us before the class. He has inquired of [REDACTED] our Los Angeles recruiter, of the possibility of having an Agency representative appear before the class on 13 December 1976.

2. Given the excellent presentations by [REDACTED] of OTR at the September Recruiter's Conference and at the University of Texas in October, this Office is of the opinion that he could do the Agency and our recruitment effort a valuable service by undertaking the requested presentation at USC. In addition to his appearance before the undergraduate students, Dr. Berkes would also like to arrange for [REDACTED]

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to talk with an invitational group made up of faculty members and graduate students of the International Relations Department. As planned currently, this gathering would be scheduled for the evening of 13 December. [REDACTED] would be expected to field questions from each group following his presentations. Dr. Berkes, in discussion with both [REDACTED] and Chief, Recruitment Division, has indicated his confidence that there will be no demonstrations against these sessions nor harassment of [REDACTED]

4. [REDACTED] visit to USC would necessitate that he be absent from duty with OTR for two days. Approval for him to make this appearance is recommended.

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F. W. M. Janney

[REDACTED]
Harry E. Fitzwater
Director of Training

15 NOV 1976

Date

APPROVE:

/s/John E. Blake

18 NOV 1976

John F. Blake
Deputy Director
for
Administration

Date

Distribution:

Orig - Adse (Return to D/Pers)

2 - DDA Chief, Subject

1 - A to PCI

1 - DDO

1 - DTR

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1 - RD

OP/RD/[REDACTED]plc/2696 (10 Nov 76)

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3. AGENCY PRESENTATIONS TO NON-GOVERNMENTAL ORGANIZATIONS. The Agency is frequently requested by non-Governmental organizations to provide Agency representatives to speak on the subject of intelligence or on specialized substantive topics. Although the Agency will not take the initiative in such matters, it is the policy of the Agency to respond positively to such requests in order to increase public understanding of the Agency's role in Government and to foster beneficial relations with the academic and professional communities. This regulation provides guidelines for handling such requests.

a. GENERAL

- (1) All requests from non-Governmental organizations for Agency speakers will normally be referred to the Assistant to the Director for response. If a request is handled directly in a Directorate or Independent Office, the Deputy Director or Head of Independent Office concerned will inform the Assistant to the Director of the request and the proposed response.
 - (a) The Assistant to the Director may approve requests for speakers on the general subject of intelligence in those cases where there are clear precedents for an affirmative response. In those cases where there are no precedents, or unique problems are presented, the Assistant to the Director will submit the request to the DCI for approval.
 - (b) Requests for speakers on specific substantive topics may be approved by the Deputy Director responsible for intelligence production on that topic. The responsible Deputy Director will inform the Assistant to the Director of the proposed response.
- (2) Congressional requests for Agency speakers to address non-Governmental organizations will be handled in accordance with these guidelines, but action will be coordinated with the Office of Legislative Counsel.
- (3) It is the responsibility of the Deputy Director or Head of Independent Office concerned to ensure that the content of any presentation is unclassified and is consistent with the established policies of the Agency and the U.S. Government.
- (4) The decision to approve or refuse a request will not discriminate among requesters and will be based on the following considerations:
 - (a) The subject matter of the proposed presentation, particularly in terms of the Agency's competence to handle the topic and the propriety of an Agency representative speaking on the topic.
 - (b) The availability of a qualified Agency speaker.
 - (c) The geographic location of the requested presentation, particularly in terms of the financial expense this might present to the Agency.
 - (d) The size and composition of the proposed audience.
 - (e) The extent and nature of any publicity and the likely press coverage attendant to the presentation.
 - (f) The physical environment of the event and the likelihood of circumstances that might put employee safety at risk.
- (5) The participation of Agency officers in briefing programs should be in response to outside requests. Agency personnel should not take the initiative in soliciting or initiating requests for briefings.
- (6) Agency officers who receive requests for briefings directly from their outside contacts should inform the Assistant to the Director and, when appropriate, the DDI

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Coordinator for Academic Relations (DDI/CAR). An officer wishing to respond affirmatively to such a request will request approval through command channels from the appropriate authority, as specified in paragraph a(1). The request for approval should have the concurrence of the Director of Security, and when necessary, the Chief, Cover and Commercial Staff. A copy of the request for approval to present substantive briefings will be provided to the DDI/CAR for record keeping purposes.

b. BRIEFINGS ON THE SUBJECT OF INTELLIGENCE

- (1) Briefings or presentations on the general subject of intelligence such as the mission and functions of CIA and its role in providing intelligence to other components of the U.S. Government may be given to non-Governmental organizations on an unclassified basis only.
- (2) It will be the responsibility of the Assistant to the Director to maintain a roster of Agency officials who will participate in these briefings. This list will be composed of officials with the seniority and Agency experience required to ensure familiarity with and understanding of the full scope of the Agency's mission and programs.

c. SUBSTANTIVE BRIEFINGS

- (1) Agency personnel are encouraged to keep abreast of developments in their substantive fields. This may be done by attendance at academic seminars and professional meetings and may include the presentation of unclassified briefings in their substantive fields. These briefings will generally be requested by academic groups. With a view to increasing substantive exchange with the academic community, the Agency will be responsive to requests initiated by academic institutions or professional associations for Agency speakers on substantive topics.
- (2) The Assistant to the Director will be informed of all requests for substantive briefings and the proposed Agency response thereto. The responsibility for responding to such requests and making the necessary arrangements for speakers will be carried out by the DDI/CAR in behalf of the Assistant to the Director.
- (3) Agency representatives chosen to present substantive briefings will be selected from those officers who are actively engaged in or are directly responsible for research and analysis on the topic in question.
- (4) Approval for substantive briefings will be granted only if there is a clear understanding that:
 - (a) The requester must provide a reasonable prior guarantee of minimum publicity before and after the speaker's appearance.
 - (b) The speaker will not be available for ad hoc or unscheduled appearances with other groups.
 - (c) The speaker's presentation will be confined strictly to the substantive topic on which the briefing was requested.
 - (d) The speaker will not be authorized to meet with representatives of the press or to respond to their queries.

d. LOCATION OF BRIEFINGS

- (1) It is preferred that briefings be conducted at headquarters, be restricted to groups of less than 50 persons, and be given to groups seriously motivated to increase their understanding of intelligence or specific substantive matters.

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- (2) When briefings are given at CIA facilities, the requesting organization will be required to provide to the Assistant to the Director a complete listing of the name, date of birth, and citizenship of each individual expected to attend the briefing.
- (3) On those occasions when a briefing is conducted as part of a luncheon or dinner program held at CIA, the general proscription on the consumption of alcoholic beverages specified [REDACTED] paragraph 28a will be observed.
- e. **PRESS COVERAGE.** Press coverage of briefings at Agency facilities will be avoided unless specifically authorized by the Assistant to the Director. In cases where a decision is made not to permit press coverage, the requester of the briefing will be informed as early as possible and the Agency briefer will also inform the audience at the start of the briefing. In accordance with guidelines provided by the Assistant to the Director, the briefer will also request the audience not to take notes and to regard the briefing as for their personal background use only and not for further dissemination. In the event that a member of the press is part of the audience, this will not be grounds for cancelling the presentation.
- f. **COMPENSATION.** On the basis that these appearances are in the public interest, travel and per diem expenses of Agency officers participating in appearances before non-Governmental organizations will be assumed by the Agency in accordance with existing regulations. In no case may the Agency representative accept any compensation or personal honorarium.

4-14. Reserved.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA - 7 D 18 - HQ	11/26	8
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3	ADDA	29 NOV 1976	4
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5	DDA	29 NOV 1976	7
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
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<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: 5: Attached for your signature is a memorandum to the DCI concerning arrangements for Senator Inouye's appearance as CIA Guest Speaker on Tuesday, 14 December. You will note that we have included at the bottom of the memorandum a check-list to facilitate the Director's response. <div style="text-align: center;">  Harry E. Fitzwater Director of Training </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DTR 1026 C/C			

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